

# MICROSOFT EXCEL 2010, AN INTRODUCTION

## Overview

The day will consist of practical tutorials that will include step by step examples with guidance and support from your tutor.

Starting from the very basics, you will learn what a spreadsheet is and what types of information can be stored in a spreadsheet. You will look at the layout of Excel including the Ribbons found in Excel 2007/2010 and the basic tools.

You will then look at how to create a spreadsheet inserting formulas to perform calculations and applying formatting to improve the appearance of your spreadsheet.

The course is workshop based and can be adapted to your personal requirements.

## What will I learn?

Topics include:

- Entering and editing data
- Formatting cells for currency
- Widening columns
- Data alignment
- Adding & deleting rows & columns
- Inserting Headers & Footers
- Sorting lists
- Saving work
- Inserting simple functions such as Sum, Average, Maximum or Minimum
- Multiplying & division
- Subtraction
- Applying borders and shading
- Creating Charts and Graphs
- Printing out your work

## How will I be assessed?

There is no assessment with this course; however, you will receive a certificate of attendance.

## Career Opportunities

This course will give you the basic skills to use spreadsheets, which will be useful for many careers.

You could progress on to more advanced computer courses at the College such as:

- Intermediate Excel
- ITQ

## Entry requirements

This is not a course for the IT beginner as keyboard skills are required. You should have some prior knowledge of computers, although no knowledge of Excel is assumed.

## Fees

### Adult fees

£75.00

**Please note:** If you are an adult student you may be entitled to financial support to cover the cost of your course, dependent on your circumstances. Please contact Student Services on [enquiries@kendal.ac.uk](mailto:enquiries@kendal.ac.uk) for details. [More about Student Finance. \(page\\_2118\)](#)

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